

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

November 1, 2007

**SUBJECT: AMENDMENT TO DEPARTMENT MANUAL SECTION 3/606.15 –
OFF-DUTY WEARING OF UNIFORM**

PURPOSE: Professionalism is the foundation and hallmark of the Department, and it is a major contributor to our worldwide reputation for excellence. In order to uphold that reputation, it is incumbent upon the Department to put in place strict policy to ensure that the wearing of the uniform, on and off-duty, conforms to Department approved standards.

This Order revises the Department's existing policy regarding the off-duty wearing of a uniform and delineates the proper approval procedures for wearing a uniform off-duty.

POLICY: Department personnel shall not wear a Department approved uniform, while off-duty, without obtaining prior approval from their commanding officer to represent the Department in the activity for which the uniform is being worn. Requests shall be made by submitting an Employee's Report, Form 15.07.00, to their commanding officer.

Commanding officers shall review the circumstances of the request and, if the representation of the Department that is signified by the wearing of the uniform is determined to be in the best interest of the Department, approve the request.

Note: Personnel may wear their uniforms off-duty when commuting directly to and from work and at off-duty functions or employment for which the wearing of the uniform has been authorized by the Chief of Police.

Department personnel shall submit an Employee's Report and provide the commanding officer reasonable time to review such request. The commanding officer shall make efforts to approve or deny the Employee's Report request within a reasonable time period. If, and only if, Department personnel submit an Employee's Report request 45 days prior to the activity for which he or she seeks to wear the uniform, and if the Department personnel has not received a response by 10 days prior to the activity, the Department personnel may submit an Employee's Report request to both the commanding officer and the commanding officer's supervisor.

The following list sets forth the activities for which no prior approval is needed to wear a Department approved uniform:

- * Department Recruit Graduation;
- * Department Reserve Officer Graduation; and,
- * Department in the line of duty, law enforcement officer funerals (as defined in Department Manual Section 3/797.60).

All other activities require approval, as specified above, before wearing a Department uniform off-duty.

AMENDMENTS: This Order amends Department Manual Section 3/606.15.

AUDIT RESPONSIBILITY: Each concerned Bureau commanding officer, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"